

Shared Leave Create Eligibility

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
12/9/04	Ligaya West	Updates & edits
8/23/06	Lesa Terry	Updates

Purpose

Use this procedure to established Shared Leave Eligibility for both the Donor and Recipient in HRMS.

Trigger

Perform this procedure when an employee has been approved to receive shared leave. The process must also be completed for the employee that is donating leave to the recipient.

Prerequisites

- Absence Quota balance exists for the donating employee.

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

PA30

Helpful Hints

Payroll Processors and Leave Corrections Processors will use the **Attendance System Change Report** (ZHR_RPTTM084) to verify received, donated and returned quota balances.

Procedure

1. You have started the task using the menu path or transaction.

Maintain HR Master Data

2. As required, complete/review the following fields:

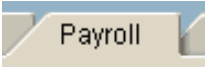
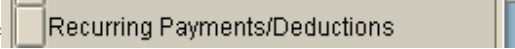

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 20000058

3. Click  (Enter) to validate.

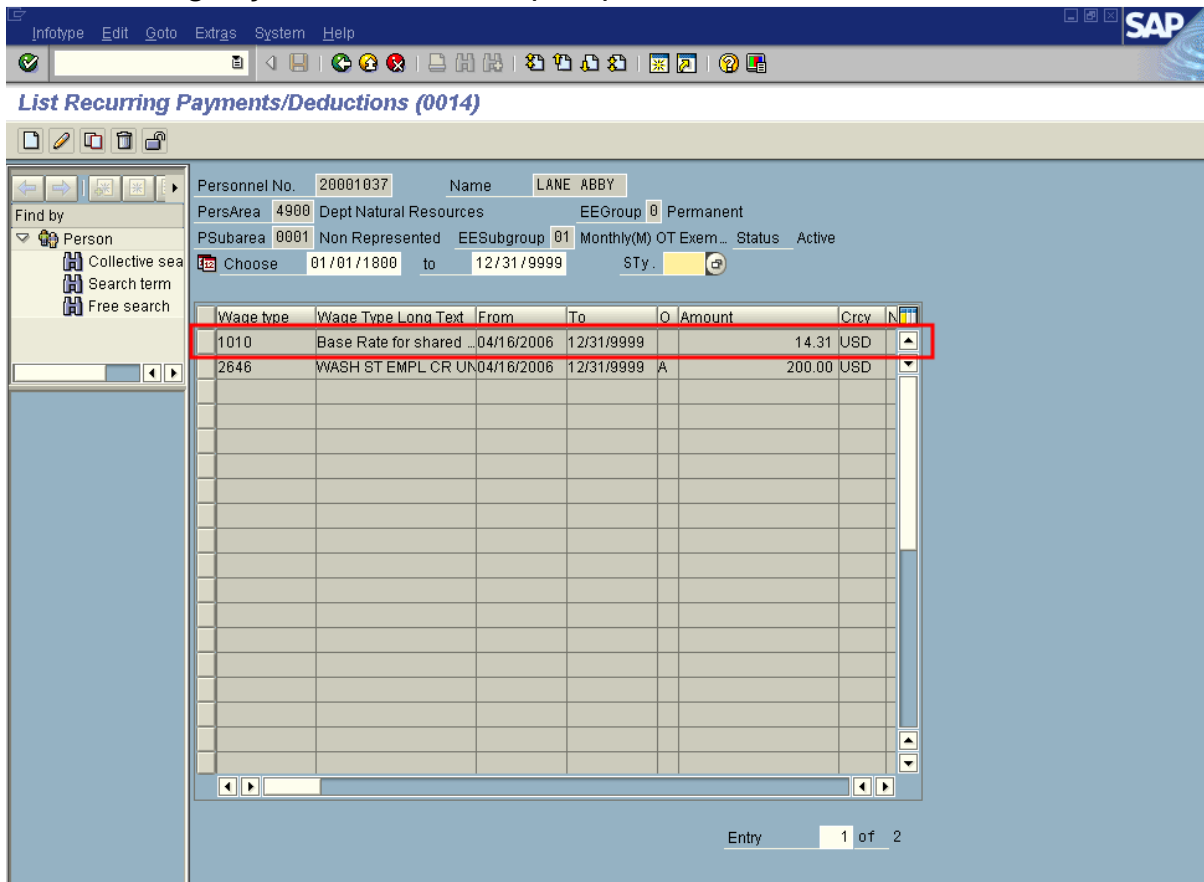


When an employee decides to donate Shared Leave, the donor and the recipient both need to have their *Recurring Payments/Deductions* (0014) set up with the base rate

wage type 1010.

4. Click .
5. Click the gray box to the left of .
6. Click  (Overview) to view the DONOR employee's *Recurring Payments/Deductions* (0014) to see if a Base Rate for Shared Leave Amount has been entered.

List Recurring Payments/Deductions (0014)



The screenshot shows the SAP 'List Recurring Payments/Deductions (0014)' window. The top bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the title bar, there are search and navigation icons. The main area displays employee data for Personnel No. 20001037, Name LANE ABBY, PersArea 4900, Dept Natural Resources, EEGroup 0, Permanent, PSubarea 0001, Non Represented, EESubgroup 01, Monthly(M) OT Exem., Status Active, Choose 01/01/1800 to 12/31/9999, STy. The table below shows wage types and their details:


Wage type	Wage Type Long Text	From	To	O	Amount	Crcy	N
1010	Base Rate for shared ...	04/16/2006	12/31/9999		14.31	USD	
2646	WASH ST EMPL CR UN	04/16/2006	12/31/9999	A	200.00	USD	


At the bottom right, it says 'Entry 1 of 2'.



If wage type 1010 is created on the employee record, verify the start and end dates covers the Shared Leave donation period. You'll also want to verify that the employee's hourly rate is correct. HRMS does not update this wage type when employees receive pay increases.

To verify the employee's hourly rate, go to the Basic Pay (0008) infotype and click on the *Salary Amount* button.


If updates are needed to the wage type, click  (Copy) to update the record. Then save your entries.

7. If a base rate amount has not been entered, click  (Create) to create the record and assign the base rate wage type.

Create Recurring Payments/Deductions

8. As required, complete/review the following fields:

Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. Example: 01/01/2004

9. Click in the **Wage type** field, and click on the  (matchcode) to open the selection list.


Wage Types for Infotype "Recurring Payments/Deductions" (1) 201 Entries Found


Wage Types for Infotype "Recurring Payments/Deductions" (1) 201 Entries Found				
Restrictions				
WT	Wage Type Long Text	Start Date	End Date	
1010	Base Rate for shared leav	01/01/1900	12/31/9999	
1057	Shift Difference	01/01/1900	12/31/9999	
1126	Noncash Domestic Partner	01/01/1900	12/31/9999	
1127	Noncash Gross Perm	01/01/1900	12/31/9999	
1162	Uniform allowance	01/01/1900	12/31/9999	
1163	Uniform Maintainance	01/01/1900	12/31/9999	
1199	Test Uniform allowance	01/01/1900	12/31/9999	
1500	1099R Non-Taxable wages	01/01/1900	12/31/9999	
1501	1099R Taxable Wages	01/01/1900	12/31/9999	
2601	U.S.BANK	01/01/1900	12/31/9999	
2602	WA MUTUAL SAVINGS	01/01/1900	12/31/9999	
2603	STERLING SAVING ASSN	01/01/1900	12/31/9999	
2604	ANCHOR SAVING BANK	01/01/1900	12/31/9999	
2605	WELLS FARGO BANK	01/01/1900	12/31/9999	
2606	RAINIER PACIFIC BANK	01/01/1900	12/31/9999	
2607	SPOKANE FEDERAL CU	01/01/1900	12/31/9999	
2608	SPOKANE TELCO CR UN	01/01/1900	12/31/9999	
2609	GREAT NORTHWEST FCU	01/01/1900	12/31/9999	
2610	CU OF THE PACIFIC	01/01/1900	12/31/9999	
2611	CU OF THE PACIFIC	01/01/1900	12/31/9999	
201 Entries Found				

10. Double click **1010**.

Create Recurring Payments/Deductions

11. As required, complete/review the following fields:

Field Name	R/O/C	Description
Amount	R	It is the total dollar value of a wage type.  Enter the employee's hourly rate of pay. Example: 10

12. Click  (Enter) to validate the information.

13. Click  (Save) to save.

Maintain HR Master Data

Personnel no. 20000056

Name Emergency Hire

PersArea 1110 Dept of Personnel EGroup 2 Emergency

PSubarea 0002 WMS ESubgroup 04 Scheduled Monthly Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E...

Planned Working Time ☒

Absences ☐

Absence Quotas ☐

Attendances ☐

Attendance Quotas ☐

Quota Corrections ☐

Substitutions ☐

Time Quota Compensation ☒

Overtime ☐

Period

Period

Fr. 01/01/1800 To 12/31/9999

☐ Today ☐ Curr.week

☒ A11 ☐ Current month

☐ From curr.date ☐ Last week

☐ Up to Today ☐ Last month

☐ Current Period ☐ Current Year

Choose

Direct selection




Infotype Recurring Payments/Deductio... STy

Record created

14. Repeat steps 2 through 13 for the RECIPIENT of the shared leave as necessary.



The next step is to make both the Recipient and the Donor eligible to receive/donate Shared Leave in HRMS.

15. Click the  Time Recording tab.
16. Click the gray box to the left of  Shared Leave Eligibility (WA) to select.
17. Click  (Create) to create Shared Leave Eligibility (WA) for DONOR employee.

Subtypes for infotype "Shared Leave Eligibility (WA)" (1) 2 Entries Found

The screenshot shows a SAP window titled "Subtypes for infotype 'Shared Leave Eligibility (WA)' (1) 2 Entries Found". The window has a "Restrictions" tab and a toolbar with icons for selection, deletion, and help. Below the toolbar is a table with two columns: "ST..." and "Name". The table contains two entries: "F Don't Use" and "H Eligibility for Shared Leave". The status bar at the bottom indicates "2 Entries Found".

ST...	Name
F	Don't Use
H	Eligibility for Shared Leave

18. Double click **H**.

Create Shared Leave Eligibility (WA)

Create Shared Leave Eligibility (WA)

Personnel No: 20000056 Name: Emergency Hire

EE group: 2 Emergency Personnel ar: 1110 Dept of Personnel

EE subgroup: 04 Scheduled Monthly SSN: 159-65-4823 Status: Active



Start: 08/30/2004 End: 12/31/9999

Shared Leave Eligibility (WA)

Pool ID: ☐

19. As required, complete/review the following fields:

Field Name	R/O/C	Description
Pool ID	R	For employees to be eligible to donate/receive shared leave, each should be assigned to a Pool ID. In the SOW scenario, it will be Home Pool ID. Example: Shared Leave - Common Mnthly

20. Click  (Enter) to validate the information.
21. Click  (Save) to save.
22. Repeat steps 15 through 21 for the RECIPIENT of the shared leave as necessary.
23. You have completed this task.

Result

You have made both the Donor and Recipient eligibility to donate and receive shared leave.

Comments

None